

~~SECRET~~

505

1 October 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report

A. ADMINISTRATIVE TRAINING

1. Field Finance and Logistics

The Chief of the Central Travel Branch, Office of Finance, is having the program assisted instruction material used by students in the Foreign Travel portion of the course reviewed to determine its conformance with current regulations and procedures and its relevance to the more common travel situations being encountered. Comments and suggestions received from this exercise will be considered as a basis for revising the material.

2. Vietnam Orientation Course (VNOC)

25X1A9a

On 28 September, [ ] gave six hours of instruction and practical exercises in financial accounting to 23 students in the VNOC.

3. The Contract Officer in the Project Cycle

a. As of 29 September, 48 applications for enrollment in the course had been received. The applications will be reviewed on 4 October and all applicants will be notified of their admission or non-admission to the course. The twenty-five who are admitted will receive a memorandum forwarding pre-course reading material and giving them certain administrative information.

b. A meeting to review the initial drafts of the Agency case studies being prepared for the course will be held in the office of the Special Assistant to the DDS&T on 1 October.

4. MTST Training

25X1A9a

25X1A9a

1! [ ] As a result of certain suggestions, especially from [ ] of OCI, urging OTR to provide an in-house training course on how to operate the Magnetic Tape Selectric Typewriter (MTST), we endeavored to

~~SECRET~~

~~SECRET~~

determine the extent of the requirement for this training. Based on discussions with Commo, the Office of the DDI (where a majority of the machines are used), and IBM, we have tentatively concluded that there is no need for such a course. IBM runs a training course weekly and, as part of the leasing agreement with the Agency, will train one person for each machine leased. The cost of this training is included in the lease cost. Replacement personnel may be sent for training as the need occurs. Moreover, according to Mr.

25X1A9a [ ] Office of the DDI, the purchase or leasing of additional machines is not contemplated. The matter will be discussed further with Mr.  
 25X1A9a [ ] Account Manager for IBM, on his next visit to the Ames Building. Unless this discussion indicates the need for other action, we will  
 25X1A9a notify [ ] (and others, as appropriate) that training for the MTST will continue to be handled by IBM as it has since 1965 when these machines first came into use.

#### 5. Experimental Group III Training

On 20 September, the eight members of Experimental Group III entered on duty. During the week of 27 September, the group is attending Clerical Induction classes. Subsequent training will be scheduled according to specific needs.

#### 6. Basic Writing Workshop

Oversubscription for the morning class of the Basic Writing Workshop starting 2 November has caused us to examine the feasibility of holding a second class in the afternoon. We would prefer that each class consist of fifteen employees. To date, 25 applications have been received.

#### 7. Reading Improvement Course

The deadline for applications for the course starting 2 November has been set for 15 October to permit cancelling the course without a penalty payment to the contractor if enrollment should be too low. Normally the deadline is set one week prior to the start of the course.

### B. MANAGEMENT TRAINING

#### 1. Fundamentals of Supervision and Management

25X1A6a A special running of this course, for [ ] personnel only, has been scheduled at the Station during the week of 31 January. The enrollment is expected to be at least 24 and perhaps will go as high as 27 or 28.

~~SECRET~~

SECRET

2. Performance Appraisal Workshop

25X1A9a [ ] Administrative Officer for the Foreign Missile and Space Analysis Center, has asked Support School to conduct a special running of the PA Workshop in late November or early December for non-supervisory personnel. The present estimate is that we will have 20 to 25 participants. Details are being worked out this week, and a memorandum formalizing this request will be sent to OTR soon. [ ] attended the regularly scheduled Workshop given on 21 September.

25X1A2d2 3. [ ]

25X1A2d2 a. Round I of the [ ] exercise presented on 22 September to participants in the Senior Seminar has been scored and the results incorporated into the Round II format which will be given to Seminar participants the afternoon of 7 October.

25X1A9a b. [ ] intends to schedule a briefing session on 20 October -- or as soon as possible thereafter -- for the 16 OTR people who served as respondents in the three-round, illustrative [ ] exercise completed last month. The briefing will summarize results and other significant points which highlight the [ ] technique.

C. GENERAL

25X1A9a [ ] will be on annual leave from 1-8 October 1971. [ ] 25X1A9a will be Acting Chief of the Clerical Training Faculty during that interval.

[ ]  
Chief, Support School, TR

25X1A9a

Distribution:

Orig + 2 - Adse  
1 - O/Ch/SUS/TR  
1 - DC/SUS/AT  
1 - DC/SUS/MT

25X1A9a Ch/SUS/TR: [ ] dg(1 Oct 71) 3356

SECRET